

To: Garufi, Katherine[Garufi.Katherine@epa.gov]
From: Cirian, Mike
Sent: Thur 9/29/2016 3:08:48 PM
Subject: RE: Email contact for RES time commitment

Hi Kate,

I now have two bosses. Stan Christensen is my main boss. Joe has just become my newest boss since I took on the Columbia Falls Aluminum site.

Probably should send to both?

Mike

Mike Cirian, PE

Libby On-site Project Manager

US EPA

108 East 9th Street

Libby, MT 59923

(406) 293-6194 Office

From: Garufi, Katherine
Sent: Thursday, September 29, 2016 5:34 AM
To: Cirian, Mike <Cirian.Mike@epa.gov>
Subject: Email contact for RES time commitment

Mike,

One of the other RAF boards had issues with voting members being unprepared. As a result, a "lesson learned/best management practice" is now requiring OSRTI to send out an email to your management explaining what the planned schedule is proposal review/face to face meetings, what are the expectations for adequate preparation for these meeting, and that ultimately we will need a significant amount of your time committed.

I am drafting the email to come from my branch chief (Jen Hovis) and I think sending it to direct supervisors of voting members is most appropriate. Of course, Jen can't know who the voting members are so the email will be generic and not identify you by person. I would suggest you give them a heads up that it is coming next week.

If you agree, is Joe V your boss (I have no idea)? If not, let me know who the email should be sent to.

Kate Garufi

Environmental Engineer

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